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OL/FMD WEEKLY REPORT

PERIOD ENDING 6 JULY 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

We want definitive report this week!

2. Major Events that Have Occurred During the Preceding Week:

a. Status of South Side Chilled Water Lines: No report, pending outcome of the 6 July meeting with FMD and Allied personnel. [redacted]

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b. Parking and Traffic Management: On 1 July, FMD received the 95 percent review drawings for the West A parking lot expansion. A formal review with Smith, Hinchman & Grylls will be held on 7 July. [redacted]

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c. The work order to install additional Emergency Power Off (EPO) relays in the second floor computer center, New Headquarters Building (NHB), is 95 percent complete. The work order was initiated because the Emergency Shutdown Relay Cabinet (ESRC) for the area was at full capacity. When completed, the new relays will provide expanded shutdown capacity for any additional Air Handling Units and Power Distribution Modules which may be installed in the second floor south computer center. [redacted]

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d. On 29 June, the Contracts Staff, FMD/OL, issued an Invitation for Bids (IFB) for renovations to rooms 4C088 and 4C090 in the New Headquarters Building. The work is being accomplished for the Office of Training and Education. The IFB was sent to five contractors, with bids due by 20 July. The estimated price range for the work is between \$25,000 and \$100,000. [redacted]

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yes
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On 30 June, the Contracts Staff, FMD/OL, opened bids for the renovations to the Office of General Counsel space in the South Tower of the New Headquarters Building. Bids were received from four companies; ~~The lowest, responsive and responsible bidder was JAK Construction, Inc., whose bid was \$229,000. A contract will be awarded to JAK.~~ [redacted]

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f. Child Day Care Center (CDCC) Project: The 90 percent construction drawings for the relocated CDCC and the revised Headquarters Compound Master Development Plan were received from the project architect-engineer on 5 July. An environmental impact statement to cover the CDCC construction was completed. These documents will be presented to the National Capital Planning Commission (NCPC) for review and approval. [redacted] 11 July

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g. Significant Component Move Support: *when?*

(1) On 27 June, representatives from FMD, Office of Information Technology (OIT) and Office of Security (OS) briefed Office of Technical Service (OTS) officials on the preparations for the upcoming OTS move into the NHB. This included the respective components capabilities and responsibilities for this move and the present schedule of events. [redacted]

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yes
h. Significant Art/Interior Design Projects: A collection of drawings, prints, paintings and posters, entitled "A New Deal for American Art, 1933-1943," is on display from 1 July through 25 August in the Headquarters Exhibit Hall. All works were loaned to the Agency by the General Services Administration, Art-in-Architecture Program office. [redacted]

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i. Significant Customer Service Efforts: On 29 June, the Mail & Courier Branch, FMD/OL, commenced delivery of daily newspapers to consolidated distribution points. As a follow-on to this endeavor, discussions between M&CB and the Publications Procurement Branch, Maps & Publications Division, Office of Information Resources, are underway to have the newspaper delivery contractor prebundle those newspapers going to the distribution points. [redacted]

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3. Upcoming Events:

A domestic water outage on the north half of the OHB is scheduled for Saturday, 9 July, from 0600 to 1400 hours. The outage will affect all restrooms, labs, and water fountains.

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4. Management Activities and Concerns:

a. Safety Division, Office of Medical Services, and Services, FMD/OL, representatives met to discuss fleet vehicle safety and future implications of proposed changes in the Agency regulations requiring the certification of drivers.

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b. Personnel: [redacted] reassigned from Operations to Office of the Chief, FMD. One summer-only employee reported to FMD during this period. [redacted]

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/s/

[redacted] Acting Chief
Facilities Management Division

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